

BOBBY JINDAL
GOVERNOR



KRISTY H. NICHOLS
COMMISSIONER OF ADMINISTRATION

State of Louisiana
Division of Administration
Office of State Uniform Payroll

November 20, 2013

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2014-19

TO: LaGov HCM Paid Agency Human Resources
and Employee Administration Staff

FROM: Andrea P. Hubbard
Director

SUBJECT: Holiday Processing for November 2013

Attached is the calendar detailing the November 2013 processing schedule for LaGov HCM. It is imperative to note which holidays are on the LaGov HCM holiday calendar and which are not. Remember, holidays that do not appear on the LaGov HCM holiday calendar are not processed automatically.

Listed below is additional information that will clarify any concerns on processing and/or mailing of off-cycle and regular payroll checks, and transmission of direct deposit payments, during this holiday period:

- Reversal requests for November 29, 2013 payday should be sent to OSUP as early as possible but no later than 2:30 p.m. on **Tuesday, November 26, 2013** in order for reversals to be processed that day. **Any reversal requests received after 2:30 p.m. on Tuesday, November 26, 2013 for November 29, 2013 payday will not be reversed in LaGov until December 11, 2013 due to office closures.**
- November 29, 2013 payday direct deposits will be transmitted on November 26, 2013 with a November 29, 2013 settlement date.
- November 29, 2013 payday payroll checks will be mailed by November 27, 2013.
- Off-cycle will close at 4:00 p.m. on Wednesday, November 27, 2013 and OSUP will transmit off-cycle direct deposits and mail out off-cycle checks before leaving for the day. Off-cycle will remain closed until the morning of Monday, December 2, 2013.

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2014-19

November 20, 2013

Page 2

- Requests for reversals for pay periods 25 2013 and prior must be sent to OSUP by December 11, 2013. Requests received after this day will not be processed until after the 2013 W-2s have been completed.

OSUP will issue a future memorandum detailing the holiday processing schedule for December 2013.

Any questions on the processing and/or mailing of employees' direct deposits and checks should be directed to OSUP at (225) 342-0713. If you encounter a particular holiday-related scenario that you are not sure how to code on a time record, please contact the [LaGov HCM Help Desk](#).

APH:MFR/pbh

Attachment: [November 2013 LaGov HCM Holiday Processing Calendar](#)